



La Feria Independent School District

P.O. Box 1159 • 203 E. Oleander Ave. • La Feria, Texas 78559 • (956) 797-8300 • FAX (956) 797-3737

Cynthia A. Torres, Superintendent

DIRECT DEPOSIT AUTHORIZATION FORM

A voided check or bank payroll deposit letter must be provided. Deposit slips are not acceptable for direct deposit.

La Feria I.S.D.
School Board

Jane Castillo
President

Katie Johnson
Vice-President

Alma Martinez
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Member

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Member

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Member

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Member

PRIMARY PAY DEPOSIT

Your primary pay may be deposited into either a checkings or savings account. Please indicate your choice below. Select only one.

☐

NEW Primary
Pay Deposit

☐

CHANGE Existing
Primary Pay Deposit

☐

CANCEL Existing
Primary Pay Deposit

☐

NO CHANGE to
Primary Pay Deposit

1. Bank Name: _____

Routing Number: _____

Account Number: _____

Account Type: ☐ Checking ☐ Savings

*100% of your Net Pay will be deposited to this primary account only if you do not choose a secondary account.

SECONDARY PAY DEPOSIT

Your primary pay may be deposited into either a checkings or savings account. Please indicate your choice below. Select only one.

☐

NEW Secondary
Pay Deposit

☐

CHANGE Existing
Secondary Pay Deposit

☐

CANCEL Existing
Secondary Pay Deposit

☐

NO CHANGE to
Secondary Pay Deposit

2. Bank Name: _____

Routing Number: _____

Account Number: _____

Account Type: ☐ Checking ☐ Savings

Amount: \$ _____
(For Secondary Account Only)

I authorize La Feria ISD to deposit my net pay via direct deposit to my account as indicated above. If funds to which I am not entitled are deposited to my account, I authorize La Feria ISD to direct the financial institution to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account and that La Feria ISD assumes no liability for overdrafts for any reason. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, La Feria ISD cannot issue funds to me until the funds are returned to La Feria ISD by my financial institution.

I understand this authorization will override any previous authorization and will remain in effect until it is revoked by my written request or immediately following my termination with La Feria ISD.

I understand I must immediately notify the Payroll Office before I close my account listed above while this authorization is in effect.

***A voided check provides the information needed to assure that the direct deposit information listed above is sent to the correct account at your financial institution. If you chose to not provide a voided check, then your financial institution can provide the same information (ACH Routing Number, Account Number, Type of Account).**

Printed Name: _____

Social Security #: XXX - XX -

Signature: _____

Date: _____